



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE SUPPORT BUREAU ORDERS

SOP 8-10

Effective: 01/18/16 Review Due: 01/18/17 Replaces: 05/13/15

8-10 UNIFORM CRIME REPORTING UNIT

8-10-1 Policy

It is the policy of the Unit to efficiently and effectively code and enter technical and statistical, error-free data, based on the standards of the Uniform Crime Reporting (UCR) and the National Incident-Based Reporting Systems (NIBRS) or the Federal Bureau of Investigations (FBI).

8-10-2 Duties and Responsibilities

A. UCR Supervisor/Statistician

1. The Unit supervisor must be able to collect, analyze, interpret, and present crime statistic data utilizing mathematical principles in determining criminal patterns and/or trends. The Unit supervisor must have an extensive technical and statistical knowledge of the UCR/NIBRS standards to verify the accuracy of statistical data of source documents including investigative clearance supplements to recognize any deficiencies.
2. The UCR supervisor plans, directs, manages, and oversees the activities of the UCR Unit. These include personnel management, policy evaluation, and development, information management systems, employee training and development; coordinating assigned activities with other divisions, departments and outside agencies, and providing highly responsible and complex administrative support to the Police Records Manager. The Unit supervisor can initiate and/or investigate any disciplinary action and/or Internal Affairs (IA) issues. The UCR supervisor performs administrative and technical tasks as needed and is directly responsible for the Unit efficiency and the overall harmony of its personnel.

B. Senior Police Records Technician (Lead Operator)

1. The Senior Police Records Technician (Lead Operator) is directly responsible for staff and productivity during the absence of the supervisor. The Lead Operator oversees and participates in complex work of staff who are responsible for performing a variety of specialized clerical and technical duties.
2. Lead Operator shall:
 - a. Have an extensive technical and statistical knowledge of UCR/NIBRS standards. This includes the verification of the accuracy of statistical data of source documents including investigative clearance supplements to recognize any deficiencies.
 - b. Ensure that all records pertaining to the UCR Unit are kept up-to-date and that the Unit as a whole runs smoothly.



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- c. Lead, plan, train, and review the work of staff responsible for the statistical report coding.
- d. Monitor work hours, days off, and leave to ensure Unit coverage.
- e. Review, evaluate, and assign daily work to ensure completion in a timely manner.
- f. Perform other duties as assigned.

C. Police Records Specialist

1. The UCR specialists are responsible for accurately and efficiently reviewing and coding police reports according to the UCR/NIBRS standards for the FBI. In addition, specialists will perform additional duties as assigned by supervisory personnel.
2. UCR Specialists shall:
 - a. Have extensive statistical knowledge of UCR/NIBRS standards in order to verify the correctness of source data, to include clearance supplements to recognize any deficiencies.
 - b. Be held to a work standard.
 - c. Have knowledge of all computer software applications.
 - d. Performs other duties as assigned.